



# Application Pack for post of Assistant Headteacher

*Job description and specification*

March 2021



**Pennycross Primary School**

Arden Grove, Pennycross, Plymouth, Devon, PL2 3RL

[www.pennycross.plymouth.sch.uk](http://www.pennycross.plymouth.sch.uk)

Headteacher: Mr Stuart Tulloch

## Letter from the Headteacher and Chair of Governors



Dear Applicant

Pennycross Primary School is a vibrant and forward thinking school, which puts its the children at the centre of everything we do and strive to achieve. Pennycross is currently a good primary school with a reputation for high standards of behaviour and achievement.

The school is in an exciting phase of development due to significant changes in school leadership. Both the Headteacher and Chair of Governors have recently taken up the roles and are striving to drive the school forward. We are looking to appoint 2 Assistant Headteachers with a proven track record of middle leadership, as well as being an outstanding class practitioner.

The information in our application pack and website will support you in understanding our school. Please look very carefully at the job description and person specification for the relevant post.

Application is via a completed Plymouth City Council application form which should demonstrate how you meet the criteria of the post. Please also check that we have the details of your referees, one of whom should be your current employer, and another should be someone who is able to comment on your performance at work from a position of responsibility.

Please note that CVs will not be accepted as applications. This position is subject to a Disclosure and Barring Service enhanced check for a regulated activity.

We encourage you to visit the school prior to completing your application. Please contact Alison Hearn, our School Business Manager, on 01752 705137 to make arrangements.

Please return completed application forms and supporting letters FAO Mr Stuart Tulloch, Headteacher, by email [ahearn@pennycross.plymouth.sch.uk](mailto:ahearn@pennycross.plymouth.sch.uk) or by post to:

Mr Stuart Tulloch  
Pennycross Primary School  
Arden Grove  
Plymouth  
PL2 3RL

The closing date for applications is noon Monday 26<sup>th</sup> April 2021. Visits to the school are encouraged and take place at 1.45pm on Thursday 1st April and Tuesday 20th April. Please confirm your intention to visit by email to : [ahearn@pennycross.plymouth.sch.uk](mailto:ahearn@pennycross.plymouth.sch.uk).

Interviews will be held on Thursday 29<sup>th</sup> April & Friday 30<sup>th</sup> April 2021.

Thank you for your interest in this position.

Yours faithfully,

***S Tulloch***

Mr Stuart Tulloch  
Headteacher

***J Baldie***

Mrs Julia Baldie  
Chair of Governors

**School context** Pennycross Primary School is a 2 form primary school, with 391 pupils on roll, in the heart of Pennycross, Plymouth. The school serves children from a variety of socio-economic backgrounds, with a higher than national average percentage of disadvantaged pupils and pupils with Special Educational Needs. The school has 14 classrooms, an inviting library, several intervention rooms and an Inclusion Room (known as The Nest).

**Curriculum** Pennycross Primary School aims to nurture and prepare children educationally, socially, morally and physically for their continuing education into the next phase and beyond into citizenship.

The curriculum is designed to be broad, balanced and relevant to the experiences and needs of the pupils. It is structured to allow a progression in the acquisition of skills, knowledge and understanding. All pupils will have opportunities to experience all areas of the curriculum. It is also important to realise that not all pupils have the aptitude for academic distinction; nevertheless, it is clearly understood that all must have the techniques to cope with the requirements of everyday life.

The school follows the National Curriculum in all areas. Mathematics is currently taught using a range of educational programmes, with the primary driver being Power Maths. Due to the current pandemic the school has explored models of curriculum recovery. The PSHE lead has successfully implemented 'jigsaw' helping children relate to other people in this ever-changing world.

The curriculum addresses the intent, implementation and impact through termly topics. The school still has development to complete regarding curriculum design and mapping, therefore making this an initial focus of the Assistant Headteacher's work.

**Our beliefs and aims** At Pennycross Primary School we want everyone to achieve their personal best, be happy, highly motivated lifelong learners, able to express their feelings and ideas. We want them to be confident and independent learners and thinkers, able to work independently and with others and able to use technology effectively. We want them to adopt safe and healthy lifestyles, to value and respect themselves, others and the world in which they live and to make a positive contribution to society. We adhere to Modern British Values and embrace diversity.

In order to achieve this we create stimulating and well-resourced learning environments to enable quality first teaching and learning to take place. We promote equality and mutual respect, which creates a happy, safe and secure environment. Parental partnerships between home, school, other services and the local community are ever developing and we strive for continuous improvement in all we do.

**Outdoor learning** The outdoor space is extensive and boasts a range of educational facilities from a frisbee golf course to a sensory garden with a hobbit house. The space also incorporates 2 playgrounds with a Forest Schools zone. The Sports Premium is used in a variety of ways to enrich children's range of experiences, for example, a Year 6 trip to experience horse riding.

## **JOB DESCRIPTION**

POST TITLE: Assistant Headteacher

RESPONSIBLE TO: Headteacher

SALARY: L4- L8 (£45,434 - £50,151)

HOURS OF WORK: Full time

### **Main Duties and Responsibilities:**

#### 1. Line Management

1.1 The post-holder will report directly to the Headteacher.

1.2 You will have responsibility for the line management and performance review for a range of teaching staff and support staff, including the general leadership of colleagues working within your area of responsibility.

#### 2. Leadership and Management

2.1. Inspire staff and pupils to develop an aspirational view of education and develop a cohesive whole school approach to providing extended opportunities for students to develop their cultural and learning capital.

2.2 Build on, and support, current initiatives to fully engage parents/carers and gain their support in the school's undertaking to establish purposeful and relevant learning within and outside of the classroom.

2.3 Oversee, co-ordinate, monitor and evaluate whole-school extended curriculum opportunities, and communicate these to the full range of stakeholders.

2.4 Lead and support pastoral support for pupils with barriers to learning and pupils from deprived backgrounds.

2.5 Monitor, assess and review the impact of the curriculum.

2.6 Contribute, review and write policy which supports Teaching and Learning in the school.

2.7 Lead and manage the whole school programme of trips and visits including approving trip proposals, advising and guiding staff through all stages and keeping systems, practices and procedures (including risk assessments) compliant and under regular review.

#### 3. Curriculum

3.1 Have oversight of the curriculum's intent, implementation and impact across all year groups.

3.2 Take the lead on coordinating a coherent approach to the delivery of assemblies across the whole school, both for external providers and for key stakeholders in school, ensuring that SMSC and Fundamental British Values are promoted widely.

3.3 Collaborate and liaise with other senior colleagues and support when necessary.

3.4 Maintain and further develop links with Local Authority programmes as they arise, in addition to developing whole school links with our community.

#### 4. Staff

4.1 Work closely with subject leaders to develop a pedagogy and implement improvement across the school.

4.2 Work closely in liaison with the adjacent Assistant Headteacher to monitor attainment and progress to consider data collection, target student support, measure impact and review provision.

4.3 Work closely with the Office Staff regarding pupil attendance, parental communication and matters relating to Finance.

#### 5. Pupils, Teaching and Learning

5.1 Develop an effective system for tracking the attendance, including persistent absentees and engage with external agencies where appropriate.

5.2 Develop an effective system for integrating new pupils who join the school as in-year transfers into the school, monitoring and supporting their progress when they first join.

5.3 Work with Senior Leaders and Phase Leaders planning appropriate and affordable curriculum packages that support the progress of pupils with barriers to learning and who are disengaging from learning.

5.4 To assist the Designated Safeguarding Lead, in the role of Deputy Designated Safeguard Lead helping to deliver induction training to new staff, taking on casework and liaising with external professionals as required.

5.5 Have overall class responsibility in line Teachers' Standards 2021, Part I and Part II.

#### 6. Community

6.1 To work with the Headteacher to ensure that the school is presented positively to parents/carers and our wider community, and to respond promptly to concerns when they arise.

6.2 To develop positive links with our wider community and engage pupils in the wider community.

*This position is subject to a Disclosure and Barring Service enhanced check, satisfactory references, and proof of qualifications and the right to work in the UK.*

## Person Specification for Assistant Headteacher at Pennycross Primary School

	<b>Essential</b>	<b>Desirable</b>
	<b>A- application</b> <b>I- Interview</b> <b>S- Supporting statement</b>	
<b>Professional Qualifications</b>	-Qualified teacher with QTS (A)  -Evidence of continuing professional development relating to school leadership and curriculum development (A)  -NPQML, NPQSL or equivalent (A)	<i>Further accredited study in an area of expertise.</i>
<b>Relevant experience</b>	-Established Middle Leadership experience (S)  -A sound understanding of foundation to KS2 (S, I)  -An understanding of, and commitment to, promoting and safeguarding the welfare of pupils. (S, I)  -Experience of leading aspects of school improvement. (S, I)  -Being an outstanding classroom practitioner. (I)	<i>Experience as a Senior Leader (A, S)</i>  <i>Experience as a DDSL (A)</i>  <i>Attended middle or senior leader interviews with OFSTED inspectors during an inspection with overall grading being Outstanding. (S)</i>
<b>Personal Qualities and Knowledge</b>	-Leading by example and implementing policy and practice for all staff. (Teachers' Standards Part II) (I)  -Demonstrate how you have developed positive relationships and attitudes towards pupils and colleagues. (S, I)  -Engaging empathetically with families. (S)  -Demonstrate knowledge of the current Ofsted Framework (S, I)  -Recognise the value of outdoor learning within the school and wider community. (S)  -Demonstrate a detailed knowledge of the Curriculum. (S, I)	<i>Ability to work professionally and proactively with external partners to impact on pupil outcomes. (S)</i>
<b>Pupils and staff</b>	-Create a culture of ambitious standards for all pupils, overcoming disadvantage and advancing equality and diversity, instilling a strong sense of accountability in staff for the impact of their work on pupil outcomes. (S, I)  -Experience supporting pupils with an EHCP or other complex needs. (S, I)  -Understand effective Teaching and Learning in a successful classroom. (S, I)  -How curriculum design impacts on pupil wellbeing and behaviour. (S, I)  -Are able to judge the quality of teaching across the school and support staff to improve where necessary. (I)  -Ability to promote the well-being of staff. (S, I)	<i>Regular action research which is embedded in current teaching practice. (S, I)</i>
<b>Teaching, Learning and Assessment</b>	-Leading aspects of an assessment system to inform teaching and learning so that all pupils make at least good progress or better and to inform teaching. (S, I)  -Ability to introduce new initiatives through tried and tested informed decisions. (S)	<i>Teaching experience in Early Years, Key Stage 1 and Key Stage 2. (A)</i>

	-Supporting colleagues in a senior capacity to improve the quality of Teaching and Learning. (S, I)	
<b>School Improvement</b>	-Devised aspects of a school development plan to support overall school improvement. (S)  -Reporting to Governors assessing the intent, implementation and impact of pupil attainment and progress data. (S, I)  -Deliver and structure high quality training and sustained professional development for all staff. (S, I)	<i>Attained National recognition through curricular based awards for school, for example, Quality Marks. (S)</i>